

# Finance Committee Agenda

## April 15-16, 1999

Eastern Idaho Technical College  
Idaho Falls, ID

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# **Finance Committee Agenda**

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## **Finance Committee Agenda**

**April 15-16, 1999**

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**Action Item**

**ITEM #1**

**SUBJECT:**

Approval of Finance Committee Minutes

**BACKGROUND:**

The minutes from the March 18, 1999 Finance Committee meeting are attached.

**DISCUSSION:**

NA

**FISCAL IMPACT:**

NA

**STAFF RECOMMENDATIONS:**

Review, make necessary corrections, and approve minutes.

**COMMITTEE ACTION:**

A motion to approve the minutes of the Finance Committee Meeting, held March 18, 1999, at Boise State University.

Moved by\_\_\_\_\_, Seconded by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

**BOARD ACTION:**

No action required.

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April 15-16, 1999

ITEM 1.a.1

## Unapproved Minutes

State Board of Education Finance Committee

March 18, 1999

Boise State University, Farnsworth Room, Boise, Idaho

### Present:

Jerry Hess, Chair

Curtis Eaton

Keith Hasselquist, OSBE

Harry E. Neel, Jr., BSU

Brent Winiger, BSU

Robert Pearce, ISU

Leo Herrman, ISU

Jerry Wallace, UI

Larry Branen, UI

Dean Froehlich, LCSC

Ken Harris, LCSC

Kirk Dennis, SDVE

Bill Robertson, EITC

Phillip Kottraba, IEPBS

Randi McDermott, OSBE

Jeff Shinn, Gov Office

Barry Thompson, Voc Rehab

Tom Farley, SDE

Steve Guerber, ISHS

Gene Bleyemeier, BSU

The meeting was called to order at 12:45 p.m.

### ITEM #1 Approval of the January 1999 Finance Committee Minutes

**M/S/C (Eaton/Hess): To approve the minutes of the Finance Committee Meeting held January 25, 1999 at Boise State University as written.**

### ITEM #2 Institutional/Agency Routine Agendas

Mr. Eaton directed participants to page 15 of the agenda relating to the UI Campus Pipeline Software. He noted that although the UI is agreeing to allow sponsors to place information on the software, it should not be assumed that advertising agreements such as this will be allowed in all instances. He suggested that the Board look closely at establishing a policy related to on-campus advertising.

**M/S/C (Hess/Eaton): To recommend approval to the Board of the routine finance agenda items for Boise State University, the University of Idaho, Lewis-Clark State College, and the Idaho School for the Deaf and the Blind, with the aforementioned note.**

### ITEM #3.1 Non-Routine Action Items - Boise State University

Boise State University requested approval to accept from the Boise State University Foundation ten residential lots located south of University Drive within the expansion area identified by the institution's Master Plan. This property, purchased in 1990 and 1991 for the ultimate benefit of Boise State University, has been leased to the institution for a nominal fee and has been used for a variety of purposes. The Board of Directors of the Boise State University Foundation has approved the donation of this property, located at 1216 Beacon, 1014 Euclid, 1113-1119 Denver, 1010 Lincoln, 1101 Lincoln, 1123 Lincoln, and 1117 Manitou, to BSU. The total purchase price of these ten lots was \$413,258.56.

**M/S/C (Hess/Eaton): To recommend to the Board approval of the request from Boise State University to accept from the Boise State University Foundation ten residential lots located south of University Drive within the expansion area identified by the institution's Master Plan.**

# **Finance Committee Agenda**

**April 15-16, 1999**

**March 18, 1999 Unapproved Finance Committee Minutes (cont.)**

**ITEM 1.a.2**

## **ITEM #4 FY2001 Budget Request Process**

The budget request process provides the institutions and agencies the opportunity to communicate to the Board and the State their short term goals in terms of financial resources needed.

Historically the process has been a bottom-up process with the institutions and agencies developing their request (plans) for presentation to the Board, which has proven to be an extensive, time-consuming process for the institutions and agencies, and puts the Board in the position of reacting negatively to the requests. It was proposed to begin the FY2001 budget request process with the Board and President's council meeting to establish the focus and limits of the FY2001 request. The outcome of that meeting would provide the guidelines (with limits) for the institutions to develop their requests (enhancement requests only as the MCO requests will be developed according to DFM's Budget Manual) which would be reviewed by the Finance Committee at the June 1999 meeting. The full FY2001 budget request, MCO and enhancements, would be reviewed by the Board at the August budget meeting. This process will provide the principle parties (Board members and the presidents) a setting to develop a strategy for the request from the beginning. A similar discussion with the agency directors will be established during the April Board meeting.

There was general consensus to move forward with this new process. It was decided that Mr. Hasselquist would review the budget development process and the history of requests/funding for the full Board. The Board and Presidents Council will then discuss the FY 2001 request strategy with emphasis on the enhancement requests and limits to enhancement requests.

**M/S/C (Hess/Eaton): To recommend to the Board the FY2001 request development process detailed above.**

## **ITEM #5 Use of Boards Contingency Funds in the Division of Public Works**

The Division of Public Works (DPW) is the administrative agency for state-funded capital projects, alterations and repairs, and other capital projects. A budget is established for each project funded. As projects are completed, if the actual expenditures are less than the budgeted amount, DPW transfers the balance of the funds to a "Board Contingency" account for projects of institutions and agencies governed by the Board. The funds in the contingency account have been used for projects that were under-budgeted and for other requests.

Board Rules provide the directions for the approval process of capital projects. Instead of adding a Rule or a policy to the Board's policy manual, it is suggested a Financial Procedure Paper be established that details the process of using these funds and the suggested balance. The proposed procedure for the use of the contingency fund was detailed in Item 5.a of the agenda.

# **Finance Committee Agenda**

**April 15-16, 1999**

**March 18, 1999 Unapproved Finance Committee Minutes (cont.)**

**ITEM 1.a.3**

The following changes were made to Item 5.a:

- Background section: Requests made for specific projects was changed from “must be over \$25,000” to “must be over \$30,000.”
- Procedure section: Remove “when the contingency balance gets below \$600,000” and replace with “when the contingency balance gets below 5% of the amount appropriated for alterations and repairs”
- Procedure section: Add as last sentence, “A quarterly report will be provided to the Board on the use of the Contingency Funds.”

**There was general consensus to recommend to the Board the concept of a Financial Procedure Paper to detail the use of the Board’s contingency account in DPW as outlined in Item 5.a, with the inclusion of aforementioned changes.**

## **ITEM #6 Revised Intercollegiate Athletic Report**

Per Board policy (Section III.T.3), a report detailing the FY98 actual revenue and expenditures and FY99 estimated revenue and expenditures was submitted at the November Board meeting for review. The institutions were asked to update the FY99 athletic budget for the January meeting. A schedule detailing the “Other Income” for FY97, FY98 and FY99 was the focal point of the discussion during the January committee meeting. To ensure reporting consistency, the institutions were asked to refine that schedule and bring it back for consideration at this meeting. The revised report (Item 6.a) reflected “Other Revenue” by major categories: Athletic Program Revenue; Support from Auxiliary Enterprises; and Support from Institution. Common accounting principles (standards for receipting and expending funds) were used to generate the reports, but as evidenced, the institutions use different means of funding athletics.

A discussion ensued focusing on the support from auxiliary enterprises and the institutions. There was a general consensus that the report still needed more detail, especially in the aforementioned areas. Mr. Eaton expressed his support for full disclosure of funding that is as detailed as possible, and noted his reasoning was not necessarily with the intent to withhold funds, but rather to gain support for current and possibly additional funding in the future. Mr. Hess agreed and stated the need for a policy that would limit other revenue areas and the percentage of those funds used for athletics.

**There was general consensus that the institutions would come back with a more detailed report and policy recommendations for athletic funding.**

## **ITEM #7 Final Reading of Policy Change: Section V Subsection U.2.c, Waiver of Nonresident Tuition– Disadvantaged or Deserving Students**

During the November Board, the Board directed the staff to begin the process of increasing the number of nonresident tuition waivers in an attempt to increase enrollment in programs that currently have capacity (i.e., engineering). The Presidents’ Council recommended a

# Finance Committee Agenda

April 15-16, 1999

March 18, 1999 Unapproved Finance Committee Minutes (cont.)

ITEM 1.a.4

change in the Board's Fee Waiver policy (Item 7.a) to increase the number of nonresident tuition waivers for disadvantaged or deserving students from one percent of the institution's full-time equivalent enrollment to three percent of the institution's full-time equivalent enrollment. It was also recommended that students receiving waivers would be targeted for information technology programs, engineering and other programs with capacity. The first reading of policy change was approved at the January 1999 meeting.

A discussion ensued as to the extent of other programs with capacity that could use the waivers or if they were restricted to engineering and information technology only. Although some felt the Board's original intent was for these two disciplines only, the campuses were under the impression that they had latitude to use them for other programs with capacity and have begun recruiting under that premise.

**There was general consensus to allow the institutions to follow through with recruiting commitments using these waivers in other discipline areas with capacity besides engineering and information technology. However, they will each come back to the Board in June with a report highlighting which disciplines and number of students they want to use the waivers for. They will then come back again in the Fall with the actual number of waivers used and in what areas.**

## **ITEM #8 Final Reading of Policy Change: Section V Subsection T.2.b.(4) , Allocation of the Lump Sum Appropriation - Methodology- Enrollment Workload Adjustment (EWA)**

During the November 1998 meeting, the Board discussed means of providing incentives to the institutions to increase student enrollment for information technology personnel. The proposed policy change (Item 8.a) would increase the reimbursement the institutions receive for students enrolled in Computer & Information Sciences by increasing the weights to Level IV for credit hours taken. The Board approved the concept and approved the first reading of the proposed policy change during the January 1999 meeting. The proposed change would affect a specific standard of instructional program (CIP) code - CIP code 11 – Computer & Information Sciences.

**M/S/C (Eaton/Hess): To recommend the Board approve for final reading a change in Board policy on the weights for credit hours generated in CIP Code 11 as presented in Item 8.a, including other editorial corrections as mentioned.**

## **ITEM #9 Final Reading of Policy Change: Section V Subsection E.13, Gifts and Institutional Foundations - Foundation Land Transactions**

Board Policy V.E. "Gifts and Institutional Foundations" contains the Board policy on foundations. Section V.E.1. "Acceptance of Gifts" states "The Board may accept gifts, legacies, and devises (hereinafter "gifts") of real and personal property to the State of Idaho for the benefit of any agency or institution under its governance. Gifts worth more than \$10,000 must be accepted by the Board before the gift may be expended or otherwise used by the agency or institution." Section V.E.3.

## **Finance Committee Agenda**

### **April 15-16, 1999**

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**March 18, 1999 Unapproved Finance Committee Minutes (cont.)**

**ITEM 1.a.5**

“Definition of Foundations” defines foundations as “separate, legal entities, ... established for the purpose of receiving , holding, and/or using funds from the private sector for charitable, scientific, cultural, educational, athletic, or related endeavors that support, enrich, and improve the institution.” Section V.E.10 states “When foundation-controlled resources are used to build or acquire facilities for the institution’s use, these facilities shall be related to the needs and purposes of that institution.” If general account funds will be used in the construction, operation, or maintenance of such facilities, prior Board and legislative approval is required.

The Board acknowledges and appreciates the support provided by the foundations for the institutions. This supplemental activity enriches the activities and programs at the institutions. However, at times the Board is not informed of some of these plans until the gift or land is presented to the Board for acceptance. To ensure the Board is aware of activity planned by the institutions and foundation, the policy addition is proposed.

**M/S/C (Eaton/Hess): To recommend the Board approve for final reading a change in Board policy requiring institutional presidents to report to the Board potential land acquisition plans of the institutions foundation as detailed in Item 9.a.**

#### **ITEM #10 FY 2000 JFAC Action**

The Senate Finance and House Appropriations Committee (JFAC) has finished setting the FY2000 budgets for the institutions and agencies and the appropriation bills are in the process of being presented to the Senate and House before going to the Governor for his signature. Highlights of JFAC actions were presented as information in Item 10.a.

Mr. Hess expressed interest in having a Y2K progress report from all the institutions, along with compliance warranties from vendors presented.

The meeting was adjourned at 2:20 pm.



# Finance Committee Agenda

April 15-16, 1999

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## Routine Action Item

ITEM #2

### SUBJECT:

Institutional/Agency Routine Agendas

SUMMARY OF ROUTINE AGENDA ITEMS (See following pages for detail):

#### 2.a Boise State University

- 5.11 Additional Surface Parking Lot
- 5.4 Capital Construction Projects
- 8.1 Information Item - Student Health Insurance Renewal / 1999-2000
- 8.2 Information Item - Proposed University Apartment Rental Rates 1999-2000
- 8.3 Information Item - Proposed Residence Hall Rates 1999-2000

#### 2.b Idaho State University

- 5.41 Request for Approval to Increase Project Bdgt - Idaho Falls Std Union Bldg
- 8.1 Information Item - Bookstore Outsourcing
- 8.2 Information Item - FY1999-2000 Housing Room & Board Rates

#### 2c University of Idaho

- 4.2.1 Upgrade of Computing Network Infrastructure
- 5.10.2 Avista Utilities Gas Line Easement for Commons Project
- 5.10.3 White Pine Seedling Group Cooperative Agreement Extension and Amendment
- 5.10.4 USDA Ground Lease – Moscow Campus Research Unit
- 5.10.5 Acceptance of Land Ownership Transfer of Approximately 17.5 acres Adjacent to UI land North of Moscow

#### 2d Lewis-Clark State College

- 4.10 Information Only - FY 1999-2000 Room and Board Rates
- 5.51 Acquisition of Property

#### 2.e Idaho School for the Deaf and the Blind

- 4.9 Information Item - Audits and Financial Reports, Student Activity Funds

### DISCUSSION:

Review routine agenda and move items to nonroutine agenda, if appropriate.

### STAFF RECOMMENDATION:

Approve routine agenda.

### COMMITTEE ACTION:

A motion to recommend to the Board the approval of the institutional/agency routine agendas.

Moved by\_\_\_\_\_, Seconded by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

### BOARD ACTION:

A motion to approve the routine finance agenda items for Boise State University, Idaho State University, the University of Idaho, Lewis-Clark State College, and the Idaho School for the Deaf and the Blind.

Moved by\_\_\_\_\_, Carried Yes\_\_\_No\_\_\_

# Finance Committee Agenda

April 15-16, 1999

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## Routine Action Items

ITEM #2.a.1

### Boise State University

#### 5.1 Approval of Projects and/or Architects

##### 5.11 Additional Surface Parking Lot

Subject: Boise State University requests approval to develop an additional 225-space surface parking lot on its property located near Protest Avenue, the existing tennis bubbles and the upcoming soccer facilities, at a cost of \$300,000.

Background: Boise State University is working diligently to meet the parking demands of a growing campus, both in terms of its student body and community demand. Both the City of Boise and Ada County have communicated to Boise State University the need for additional parking for current and future demands.

Discussion: This additional parking lot will be used as a central area for all University owned vehicles. By developing this lot, some 125 spaces will be freed for use on the Boise campus for students, faculty, staff and visitors. The new lot will be paved, lighted and secured by fencing.

Fiscal Impact: The \$300,000 cost of this new parking lot will be funded from general parking revenue anticipated over the next five years. No general fund monies are involved, and no student fee increases are required.

#### 5.4 Capital Construction Projects

Subject: Boise State University requests State Board approval of six capital projects.

Background: The Boise State University Student Union, Student Housing, Special Events Center and Bookstore operate as auxiliary enterprises and, as such, are expected to function without the assistance of monies appropriated from the general fund.

Discussion: It is necessary for these auxiliary facilities to be maintained and upgraded to meet the demands of a growing student and community population. The specific projects are as follows:

##### Student Union/Special Events Center

Carpeting and Cove Base \$125,000

Painting \$ 50,000

Seating Refurbishment \$ 70,000

Residence Dining Refurbishment \$ 80,000

##### Bookstore

Painting, Lighting, Fixtures \$150,000

##### Student Housing J.B. Barnes Tower

Emergency plumbing repairs \$80,000

Fiscal Impact: Funding for these projects is available from funds dedicated to these operations. No general fund monies are involved, and no student fee increases are required.

# Finance Committee Agenda

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## Routine Action Items

ITEM #2.a.2

### Boise State University (cont.)

#### 8.1 Information Item

##### Student Health Insurance Renewal / 1999-2000

The University Student Health Advisory Board has negotiated with Mega Life and Health Insurance Company a student health insurance rate of \$181 per semester for the 1999-2000 academic year. This rate is a \$11 increase, or 6.5%, over the current rate. Included with this rate increase is an enhancement which provides 100% coverage of service charge fees at the BSU Student Health Center, which has not been available to students previously.

#### 8.2 Information Item

##### Proposed University Apartment Rental Rates 1999-2000

	Current	Proposed	Difference	Percent
University Courts				
Small 1 bedroom	\$352.00	\$356.00	\$ 4.00	1.1%
Large 1 bedroom	\$414.00	\$419.00	\$ 5.00	1.2%
Small 2 bedroom	\$430.00	\$435.00	\$ 5.00	1.2%
Large 2 bedroom	\$466.00	\$472.00	\$ 6.00	1.3%
3 bedroom	\$510.00	\$516.00	\$ 6.00	1.2%
University Heights				
1 bedroom	\$395.00	\$400.00	\$ 5.00	1.3%
1 bedroom remodeled	\$405.00	\$410.00	\$ 5.00	1.2%
2 bedroom	\$430.00	\$435.00	\$ 5.00	1.2%
2 bedroom remodeled	\$440.00	\$445.00	\$ 5.00	1.1%
University Manor				
1 bedroom	\$395.00	\$400.00	\$ 5.00	1.3%
1 bedroom remodeled	\$405.00	\$410.00	\$ 5.00	1.2%
2 bedroom	\$430.00	\$440.00	\$ 5.00	1.2%
2 bedroom remodeled	\$440.00	\$445.00	\$ 5.00	1.1%
University Park				
Grad unit	\$244.00	\$250.00	\$ 6.00	2.4%
2 bedroom	\$445.00	\$450.00	\$ 5.00	1.1%
3 bedroom	\$476.00	\$482.00	\$ 6.00	1.3%

# Finance Committee Agenda

## April 15-16, 1999

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### Routine Action Items Boise State University (cont.)

**ITEM #2.a.3**

#### University Village

2 bedroom	\$484.00	\$490.00	\$ 6.00	1.2%
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#### Other Rentals

1027 Denver	\$525.00	\$540.00	\$15.00	3%
1103 Grant	\$436.00	\$450.00	\$14.00	3%
1111 Grant	\$475.00	\$490.00	\$15.00	3%
1113 Grant	\$475.00	\$490.00	\$15.00	3%
1115 Grant	\$475.00	\$490.00	\$15.00	3%
1117 Manitou	\$367.00	\$378.00	\$11.00	3%
1107 Oakland	\$582.00	\$600.00	\$18.00	3%
1803 Donald Circle	\$572.00	\$590.00	\$18.00	3%
1809 Donald Circle	\$572.00	\$590.00	\$18.00	3%

### 8.3 Information Item

#### Proposed Residence Hall Rates 1999-2000

	Current	Proposed	Dollar	Percent
Meal Plan/ Double Occupancy				
1 or 4	\$3,488.00	\$3,558.00	\$70.00	2%
2 or 5	\$3,378.00	\$3,446.00	\$68.00	2%
3 or 6	\$3,215.00	\$3,280.00	\$65.00	2%
Meal Plan/ Single Occupancy				
1 or 4	\$3,961.00	\$4,040.00	\$79.00	2%
2 or 5	\$3,851.00	\$3,928.00	\$77.00	2%
3 or 6	\$3,688.00	\$3,762.00	\$74.00	2%

## Finance Committee Agenda

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Routine Action Items

ITEM #2.b.1

### Idaho State University

#### 5.4 Capital Construction Projects

##### 5.41 Request for Approval to Increase Project Budget - Idaho Falls Student Union Building

###### Subject:

Idaho State University requests approval to increase the authorized project cost of the Samuel H. Bennion Student Union Building from \$3,850,000 to \$4,250,000. Funding to be provided by the ISU Foundation (\$150,000) and the interest earnings from the Student Union project account.

###### Background:

In November, 1997, the State Board of Education approved the construction of a student union building in Idaho Falls. In February, 1998, tax-exempt bonds were sold which included \$3,850,000 for this project. Though the scope of the project has not changed, there are three factors which require increasing the project budget.

1. Eighteen months have elapsed since the project was approved with the potential inflationary increases. (Bids will be opened on April 8, 1999, prior to this State Board of Education meeting.) Delays were due to a repositioning of the building after a joint ISU and UI review of the total site usage which became necessary with two major property additions. The repositioning created the need for a partial redesign of the building. The building is being constructed on land owned by the University of Idaho Foundation.
2. Current tax regulations restrict the for-profit use of facilities constructed with tax-exempt financing to ten percent (10%) of the total project (cost and/or square footage). The University is planning to outsource both the food service and bookstore operations housed in the Union. The \$400,000 addition will be applied directly to project costs to essentially purchase the bookstore portion of the facility. ISU has been working directly with our bond counsel, Nicholas Miller, to insure we are in compliance with all applicable tax regulations.
3. Furnishings were not included in the original estimates. Bond proceeds can be used for this purpose.

###### Discussion:

The Idaho Falls Student Union Building is another step in the development of a comprehensive, full-service campus in Idaho Falls. Planning has required more time than anticipated largely because of the purchase of additional property which required a re-

## Finance Committee Agenda

April 15-16, 1999

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### Routine Action Items

ITEM #2.b.2

#### Idaho State University (cont.)

evaluation of potential construction sites and working this with our partners in the project, the University of Idaho and the University of Idaho Foundation. The possible outsourcing of activities in the Union also raises tax issues which can be resolved by this recommendation.

#### 8.0 Other/Information Items

#### 8.1 Bookstore Outsourcing

Idaho State University has issued a request for proposals (RFP) with the intended purpose of having a professional college bookstore company operate the University's bookstores in Pocatello and Idaho Falls. For the privilege of operating the University's bookstores, the successful contractor will pay the University a percentage of the gross sales plus a possible capital investment for physical improvements to the store. The initial contract will be for five years, with an option to renew for up to an additional five year period. Selection criteria will include financial arrangements, experience, services offered, and references. The proposal process is being conducted following university/state purchasing procedures with the assistance of Business Management Concepts, a firm specializing in college bookstore management and consulting.

The intended outcome of the decision to outsource is to achieve improved retail services to students and faculty, to achieve consistency and stability in personnel, and to obtain a stable, predictable financial return from the bookstore operation. Should the relationship with the bookstore contractor develop to the point where joint capital projects are to be proposed, they will be brought to the Board for consideration and approval.

Though the intended outcome of the RFP process is to outsource the University bookstores, the University retains the right to reject any or all bids.

# Finance Committee Agenda

April 15-16, 1999

## Routine Action Items

ITEM #2.b.3

### Idaho State University (cont.)

#### 8.2 FY1999-2000 Housing Room & Board Rates

The University has approved the following room and board rates effective Fall 1999-00.

	<u>1998-99</u>	<u>1999-2000</u>	<u>% Increase</u>
<b>Residence Halls</b>			
Room & Board/Double Occupancy:			
Plan A (7 day) \$3,730	\$3,780	1.34%	
Plan B (5 day) 3,530	3,580	1.42%	
Plan C (10 meals/week)	3,340	3,370	0.90%
Plan D (\$500 munch)	2,610	2,640	1.15%
Room & Board/Single Occupancy:			
Plan A (7 day) 4,280	4,330	1.17%	
Plan B (5 day)	4,080	4,130	1.23%
Plan C (10 meals/week)	3,890	3,920	0.77%
Plan D (\$500 munch)	3,160	3,190	0.95%
<b>Graduate Student Residence Complex/Suites</b>			
Double Occupancy/Schubert Heights	1,710	1,800	5.26%
Single Occupancy/Graduate House	2,240	2,300	2.68%
Single Occupancy/West Campus	N/A	2,500	N/A
Single Occupancy/Studio Suites	N/A	2,700	N/A
<b>Apartment Units (monthly)</b>			
One Bedroom/West Campus	N/A	395	N/A
Small One Bedroom	325	340	4.62%
Large One Bedroom	360	370	2.78%
Two Bedroom/1 bath	420	440	4.76%
Two Bedroom/1½ bath	445	470	5.62%
Two Bedroom/2 bath	N/A	495	N/A

# Finance Committee Agenda

April 15-16, 1999

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## Routine Action Items

ITEM #2.c.1

### University of Idaho

*NOTE: The Office of University Counsel has reviewed the following agenda items for compliance with the rules and policies of The Regents of the University of Idaho.*

## 4.0 FINANCE COMMITTEE

### 4.2 Purchase and Sale of Property and Equipment

#### 4.2.1 Upgrade of Computing Network Infrastructure

##### Subject:

Request approval to execute an agreement with a computer network equipment provider for equipment to upgrade the University's computing network infrastructure.

##### Background:

The University needs to upgrade the current network infrastructure in order to improve the level of network performance and also to assist with the integration and bandwidth requirements of Internet 2.

##### Discussion

The University is issuing a Request for Proposals for the provision of computing network hardware and associated software and services. As part of the contract, the University will provide product exposure for the successful proposer, beta-test opportunities, and feedback regarding product performance and associated services.

To meet a summer installation schedule in order to minimize disruption for users, equipment orders will need to be placed by May 1. Accordingly, responses to the RFP are due by April 19, and a recommendation from the evaluation committee is anticipated by April 23. The university's networking plan will comply with the relevant standards established by the State Department of Administration's Information Technology Resource Management Council (ITRMC) to ensure consistency within the state.

##### Fiscal Impact:

Cost of the equipment and associated services is not expected to exceed \$500,000; payment will be made from local funds.



## **Finance Committee Agenda**

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### **5.10.2 Avista Utilities Gas Line Easement for Commons Project**

#### Subject.

Request execution of a non-exclusive easement agreement granting a utility easement to Avista Corporation, the successor to Washington Water Power Company.

#### Background.

Excavation for construction of the Idaho Commons necessitated the relocation of 250 feet of an existing gas line passing through the site.

#### Discussion.

Relocation of the new gas line has occurred. The agreement follows the university's standard form. A site plan showing the location of the easement appears at EXHIBIT A.

#### Fiscal Impact.

None.

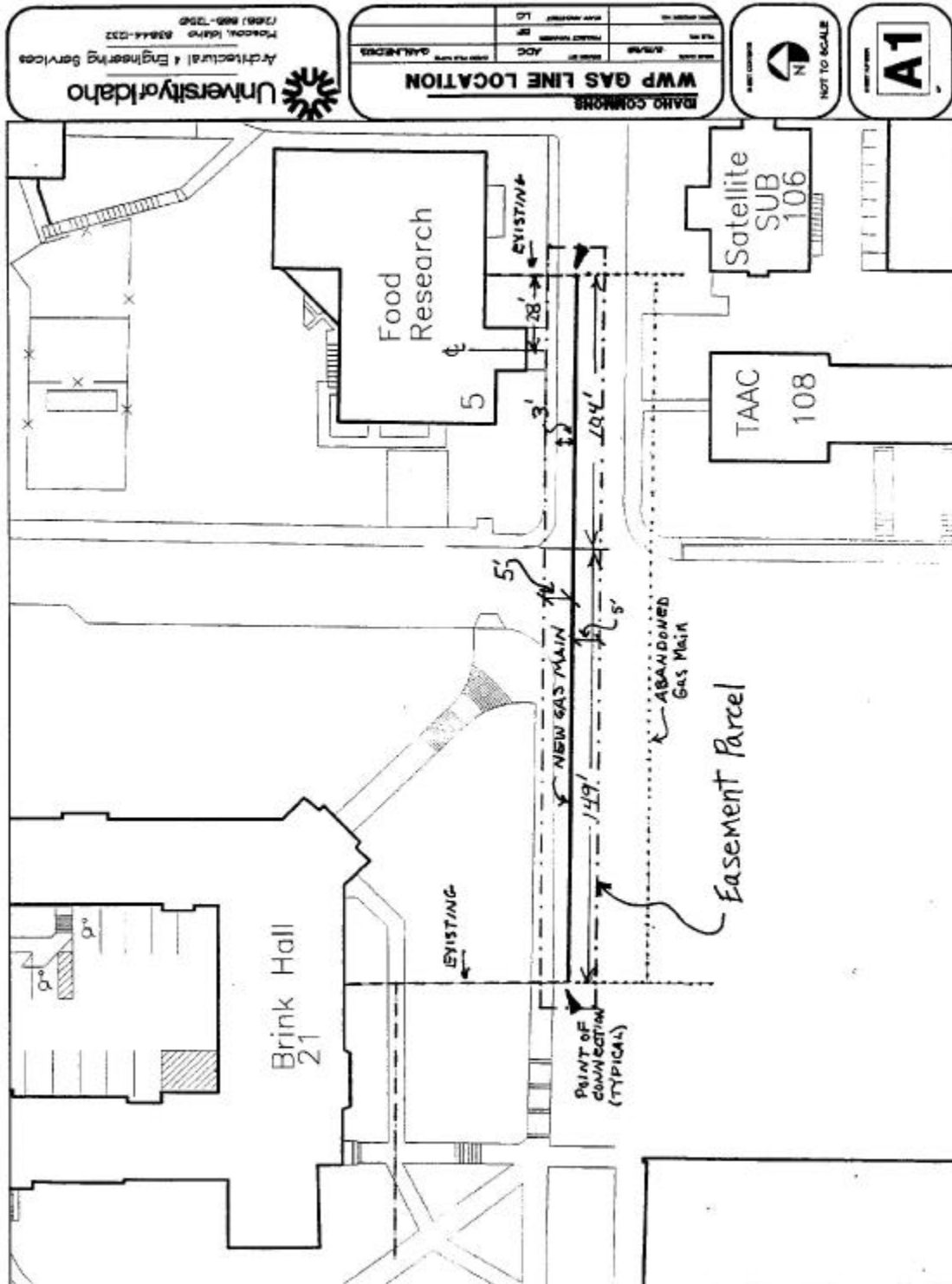
# Finance Committee Agenda

April 15-16, 1999

Routine Action Items  
University of Idaho (cont.)

ITEM #2.c.2

EXHIBIT A



# Finance Committee Agenda

April 15-16, 1999

Routine Action Items

ITEM #2.c.3

University of Idaho (cont.)

## 5.10.3 White Pine Seedling Group Cooperative Agreement Extension and Amendment

Ref: Regents' Minutes for June 21-22, 1990, page 64.

### Subject

Request authorization for the Vice President for Finance and Administration to extend and amend the cooperative agreement with the White Pine Seed Orchard Group (WPSOG) for the White Pine Seed Orchard on the University of Idaho campus at Moscow.

### Background:

The WPSOG, formerly the White Pine Species Group, Inland Empire Tree Improvement Cooperative, currently uses 40 acres of University land adjacent to the Washington state line as provided in the referenced cooperative agreement. Approximately eighteen acres of this parcel have been developed into a white pine orchard, producing seed for blister rust-resistant varieties.

### Discussion

WPSOG wishes to establish a new orchard consisting of four separate blocks requiring approximately six acres. Undeveloped land within the existing area covered by the cooperative agreement will support development of only two blocks due to soil conditions, ground water levels, and competing uses. The amendment includes an exchange of approximately twenty acres of land contained in the original agreement for a six acre expansion area.

Continued development of rust-resistant varieties is important to ensure viability and vigor of the white pine species important to the economy of Idaho and the northwest. The University and the various members of WPSOG participate in collaborative research made possible by the presence of the orchard; this research benefits western white pine, one of the most valuable timber species in Idaho.

The proposed locations for expansion of the orchard are consistent with the University Long Range Campus Development Plan. EXHIBIT B contains a site map showing the area and the parcels at issue.

### Fiscal Impact:

None. The WPSOG will cover the costs of installing fencing and other related development expenses.

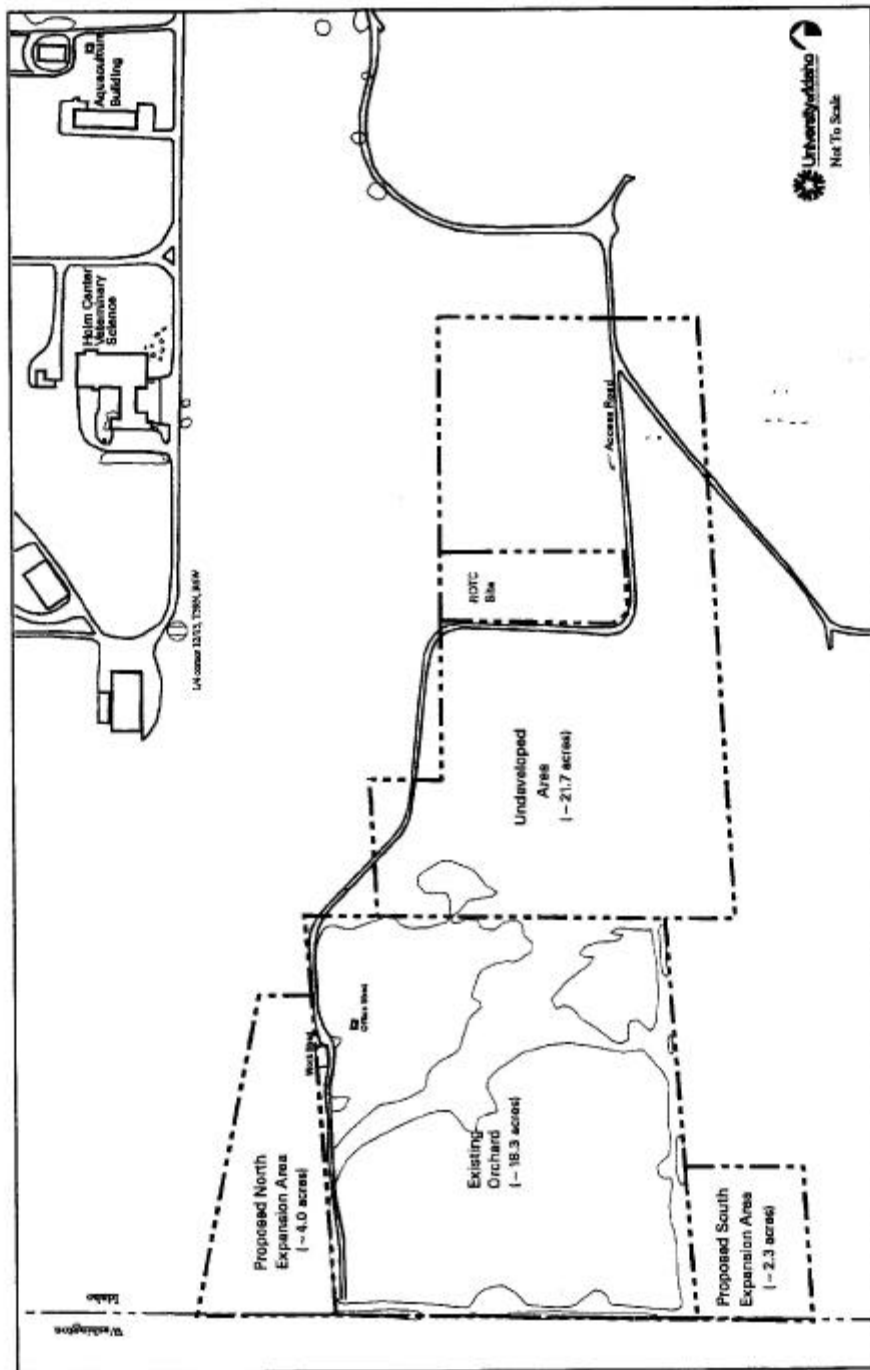
# Finance Committee Agenda

April 15-16, 1999

Routine Action Items  
University of Idaho (cont.)

ITEM #2.c.4

## EXHIBIT-B



## Finance Committee Agenda

April 15-16, 1999

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Routine Action Items

ITEM #2.c.5

University of Idaho (cont.)

### 5.10.4 USDA Ground Lease – Moscow Campus Research Unit

#### Subject.

Request authorization for the Vice President for Finance and Administration to enter into an agreement leasing approximately five acres of land to the U.S. Department of Agriculture (USDA) on the UI campus in Moscow.

#### Background.

The University and the USDA entered into a Memorandum of Understanding in 1982 covering the use of approximately five acres of land and the development of a research barn and related facilities. The facilities have supported allied USDA and UI research programs into equine and bovine health.

#### Discussion.

The original Memorandum of Understanding has lapsed and both the University and the USDA desire to enter into a new agreement concurrent with preparation by USDA for re-accreditation of its program. The USDA and the University concur that a lease agreement is more appropriate than a facilities use agreement given the USDA's investment in improvements. The initial term of the lease agreement will be for five years, with options for renewal.

#### Fiscal Impact.

None. The presence of this facility at the Moscow campus is mutually beneficial to the University and the USDA.

### 5.10.5 Acceptance of Land Ownership Transfer of Approximately 17.5 acres Adjacent to UI land North of Moscow

#### Subject.

Request approval for the University of Idaho to accept transfer of ownership of approximately 17.5 acres of land from the University of Idaho Foundation (UIF). The property is located adjacent to University-owned land north of Moscow.

## Finance Committee Agenda

April 15-16, 1999

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Routine Action Items

ITEM #2.c.6

University of Idaho (cont.)

### Background.

The UIF recently received a gift of approximately 17.5 acres of land located adjacent to land owned by the University and operated by the College of Agriculture supporting sheep and cattle education and research programs.

### Discussion.

The donor used the 17.5 acres for forage production and pasture. The College uses the University's adjoining land for similar purposes. Transfer of ownership of the property from the UIF to the University would facilitate management of the property and supports the needs and goals of the College and the University in the vicinity. Environmental due diligence on the property was completed prior to acceptance of the gift by the UIF.

### Fiscal Impact.

The land will be gifted to the University. The university will assume transaction costs to acquire the property and will receive the benefit of the value of the land.

# Finance Committee Agenda

April 15-16, 1999

## Routine Action Items

ITEM #2.d.1

### Lewis-Clark State College

#### 4.10 FY 1999-2000 Room and Board Rates - Information Only

The College has approved the following room and board rates effective Fall 1999-00. Note that the combined room and board rates for LC's two dormitories decreased. The room rates were not changed. The meal plans were modified to create greater student flexibility which created an actual decrease in meal plan costs.

	<u>1998-99</u>	<u>1999-00</u>	<u>% Change</u>
<b>Residence Halls</b>			
Room & Board/Double Occupancy:			
Meal Plan A	\$3586	\$3500	-2.4%
Meal Plan B or D	3452	3280	-5.0%
Meal Plan C or E	3258	3060	-6.1%
Room & Board/Single Occupancy:			
Meal Plan A	\$3946	\$3860	-2.2%
Meal Plan B or D	3812	3640	-4.5%
Meal Plan C or E	3618	3420	-5.5%
<b>Parrish House (Room Only)</b>			
Single Room	\$1850	\$1850	0.0%
Double Room	1585	1585	0.0%
Double or Triple w/o bath	1310	1310	0.0%

#### 5.5 Purchase or Sale of Land and Facilities

##### 5.51 Acquisition of Property

### Subject

Board approval is requested for the college to purchase a piece of property.

## Finance Committee Agenda

April 15-16, 1999

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### Routine Action Items

ITEM #2.d.2

#### Lewis-Clark State College (cont.)

##### Background

The Campus Master Plan indicates the long-range need for the college to acquire additional property near campus which will eventually be used for parking. The property listed below is immediately adjacent to the campus.

<u>Appraisal Value</u>	<u>Purchase Price</u>	
Property (1122/1114 7 <sup>th</sup> St.)	\$130,000	\$130,000

Because this property includes a duplex living unit, it will be incorporated into the Housing/Food Service auxiliary until such time that it can be converted into parking. Funds for the acquisition will be borrowed and repaid from the income generated from the rental.

##### Discussion

The college administration seeks authority to:

Complete the loan agreement, by using the First Security Loan Agreement approved by the Board in January 1999, for the purchase of the property. The loan amount will not exceed \$130,000.

Complete the purchase agreement for the property.

Authorization is also requested for the college Vice President for Administrative Services and Bursar to execute the loan and purchase agreement on behalf of the Board.

##### Fiscal Impact

The college will borrow the funds necessary for the purchase of the property and will repay the loan with the revenue from the rental of the duplex.



## **Finance Committee Agenda**

**April 15-16, 1999**

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**Routine Action It**

**ITEM #2.e.1**

**Idaho School for the Deaf and the Blind**

### **4.0 FINANCE COMMITTEE**

#### **4.9 Audits and Financial Reports**

ISDB submits the attached record of the Student Activity Funds for Board review in accordance with Idaho Code 33-705. (Attachment A)

# Finance Committee Agenda

## April 15-16, 1999

### Routine Action Items

ITEM #2.e.2

### Idaho School for the Deaf and the Blind (cont.)

ATTACHMENT A

STUDENT ACTIVITY FUNDS AS OF MARCH 22, 1999

BELOW LISTING OF STUDENT ACTIVITY FUNDS IS A REPORT  
SUBMITTED TO STATE BOARD OF EDUCATION IN ACCORDANCE  
WITH IDAHO CODE 33-705

	BALANCE 02-17-99	BALANCE 03-22-99	CHANGE INCREASE (DECREASE)
SALES TAX	73.01	109.55	36.54
ATHLETICS	4,467.54	4,467.54	0.00
WSBC	2,191.90	2,191.90	0.00
ATHLETIC APPAREL	247.08	333.49	86.41
CHEERLEADING	505.07	505.07	0.00
CLASS OF 99	310.60	382.50	71.90
CLASS OF 2000	140.21	140.21	0.00
CLASS OF 2001	12.00	12.00	0.00
CLASS OF 2002	12.00	12.00	0.00
MAINT. BREAK ROOM	59.13	29.14	(29.99)
COTTAGE FUND	298.07	298.07	0.00
ELEM ACTIVITIES	61.65	61.65	0.00
FHA ACCT	131.61	131.61	0.00
PARENTS ADVISORY COM	168.61	168.61	0.00
M.S. STUDENT COUNCIL	50.62	50.62	0.00
H.S. STUDENT COUNCIL	385.53	385.53	0.00
JOURNALISM	584.98	584.98	0.00
JR NAD	294.98	294.98	0.00
ED STAFF POP MACH	1,282.60	1,282.60	0.00
HEALTH & WELLNESS	340.00	290.00	(50.00)
STUDENT ACT. FUND	4,081.95	3,982.34	(99.61)
WORK EXP (PREV CANDY)	282.02	319.73	37.71
SCHOOL PICTURES	0.00	0.00	0.00
STUDENT BOOK STORE	2.05	129.05	127.00
ACCELERATED READER	81.82	81.82	0.00
DRAMA FUND	270.01	270.01	0.00
ADVENTURERS	21.94	21.94	0.00
CLASS 8-B M A BATON	11.91	11.91	0.00
SUMMER DEAF CAMP	1,961.41	1,961.41	0.00
VOLLEYBALL FUND	267.00	267.00	0.00
GREENHOUSE FUND	(43.47)	(43.47)	0.00
J. WILDING SCHOLARSHIP	200.00	200.00	0.00
ART FUND	195.66	195.66	0.00
TECH CLUB (VIDEO YB)	80.86	80.86	0.00
YEARBOOKS	1,937.16	1,937.16	0.00
LIONS WINTER CAMP	52.17	52.17	0.00
HRG AID FUND-MOLDS	8.12	61.87	53.75
HA GIFT F/HRG CM TCH	197.55	197.55	0.00
HEARING AID REPAIRS	224.12	231.91	7.79
PERS. STUDENT ACCT	1,158.95	1,112.17	(46.78)
STUDENT AID	2,192.63	1,813.87	(378.76)
TOTALS.....	24,801.05	24,617.01	(184.04)
	=====	=====	=====

# Finance Committee Agenda

April 15-16, 1999

Nonroutine Action Item

ITEM #3.1

Division of Vocational Education

## SUBJECT:

4.1 Allocation of the State Division of Vocational Education Appropriation

## BACKGROUND:

The Legislature appropriates to the State Board for Vocational Education funds for Vocational Education four designated programs; State Leadership and Technical Assistance, General Programs, Postsecondary Programs and Underprepared Adults/Displaced Homemakers. The Division of Vocational Education requests approval of the allocation of the FY00 appropriated funds. (See the Division of Vocational Education's agenda for the details.)

## DISCUSSION:

The allocation is based on the appropriation bills, the state plan for Vocational Education and the budget request. The postsecondary program allocation funds to the six Technology Colleges. In addition funding the maintenance of current operations, new funds were appropriated for increased enrollment in the secondary programs and capacity building in the postsecondary programs by expanding existing programs, implementing new programs, develop distance learning and technical support.

## FISCAL IMPACT:

Operating budgets for FY00, totaling \$46,380,500 will be established. See Item 3.1.a for details. Funding increased by 7.3% in total.

## STAFF RECOMMENDATIONS:

Approve the requested allocation.

## COMMITTEE ACTION:

A motion to recommend to the Board, to approve the requested FY00 allocation of appropriated funds for Vocational Education.

Moved by\_\_\_\_\_, Seconded by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

## BOARD ACTION:

A motion to approve the FY00 allocation of appropriated funds for the Vocational Education programs as recommended by the Division of Vocational Education.

Moved by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

**Finance Committee Agenda**  
**April 15-16, 1999**

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**Item 3.1.a.1**

**Click here for Item 3.1.a.1-3**

**(Pages 28-30 of the agenda)**

**Finance Committee Agenda**  
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**Item 3.1.a.2**

Information for 3.1.a.2 may be obtained from the link on page 28.

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**April 15-16, 1999**

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**Item 3.1.a.3**

Information for 3.1.a.3 may be obtained from the link on page 28.

# Finance Committee Agenda

April 15-16, 1999

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## Nonroutine Action Item

ITEM #3.2

### Boise State University

SUBJECT: 4.8.1 Approval of PeopleSoft Financing Agreement

Boise State University requests approval to enter into a line-of-credit agreement with PeopleSoft, USA, Inc. to fund up to \$4,800,000 in future enhancement implementation and prepaid maintenance support at an annual rate of 5.25% over a five-year period.

### BACKGROUND:

Boise State University received approval from the State Board of Education in June 1997 to purchase the PeopleSoft product. The implementation of the various modules, which includes Financial, Human Resources/Payroll, Student Services, and Advancement, has proceeded within the established timetable.

### DISCUSSION:

The successful implementation of the Financial, Human Resource/Payroll and Student Services modules has addressed Y2K issues in these major areas. Boise State University now wishes to implement the advancement module and enhancements to the existing modules as it now focuses on improved services to students, faculty and staff.

### FISCAL IMPACT:

Debt service for this financing is derived from sources already designated for this project, including operational savings within the Office of Information Technology, student technology fee revenue and various local fund sources. By prepaying the maintenance support, Boise State University locks into today's rates and avoids the anticipated 10% annual rate increase over the next five years and takes advantage of other prepaid discounts. No student fee increases are required.

### STAFF RECOMMENDATIONS:

Approve the request.

### COMMITTEE ACTION:

A motion to recommend to the Board approval of the request from Boise State University to enter into a line-of-credit agreement with PeopleSoft, USA, Inc. to fund up to \$4,800,000 in future enhancement implementation and prepaid maintenance support at an annual rate of 5.25% over a five-year period.

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_, Carried, Yes \_\_\_ No \_\_\_

### BOARD ACTION:

A motion to approve the request from Boise State University to enter into a line-of-credit agreement with PeopleSoft, USA, Inc. to fund up to \$4,800,000 in future enhancement implementation and prepaid maintenance support at an annual rate of 5.25% over a five-year period.

Moved by \_\_\_\_\_, Carried, Yes \_\_\_ No \_\_\_

**Finance Committee Agenda**  
**April 15-16, 1999**

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# Finance Committee Agenda

April 15-16, 1999

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## Nonroutine Action Item

ITEM #3.3

### Boise State University

**SUBJECT:** 4.8.2 Approval of Substitution of Debt Service Reserve Surety Bond for Assets  
Boise State University requests approval to substitute a Debt Service Reserve Surety Bond for assets currently held in the Debt Service Reserve Fund for bonds issued by the University in 1996 and 1998, secured by the Student Facilities Fee and the Student Recreation Center Fee.

### BACKGROUND:

In April 1998, Boise State University issued \$24,060,000 Student Fee Bonds to fund three projects, including the construction of a new parking structure on campus. As design plans are being finalized, the University has determined that it would be economical and advantageous to expand the structure by an additional level beyond its initial design. Including an additional deck in the parking structure initially rather than through a future expansion will save both money and disruption to campus parking. The University has also identified an additional site for surface campus parking which will help alleviate parking concerns.

### DISCUSSION:

The additional cost for the enlarged parking structure is estimated to be \$1,150,000, and the cost of the development of the surface lot is expected to be \$300,000. Rather than issue additional bonding for these projects, Boise State proposes that the funding be derived from freeing up reserve funds now held by the Trustee. The current Debt Service Reserve Fund balance totals \$2,985,000. Of this amount, \$1.45 million will be used for the projects, and the remainder will be applied to pay debt service as interest and principal come due.

### FISCAL IMPACT:

The cost of the purchase of a Reserve Fund Surety Bond is approximately \$60,000. No additional student fees are required under this plan, and no appropriated monies are being utilized.

### STAFF RECOMMENDATIONS:

Approve the request.

### COMMITTEE ACTION:

A motion to recommend to the Board approval of the request from Boise State University to substitute a Debt Service Reserve Surety Bond for assets currently held in the Debt Service Reserve Fund for bonds issued by the University in 1996 and 1998, secured by the Student Facilities Fee and the Student Recreation Center Fee.

Moved by\_\_\_\_\_, Seconded by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

### BOARD ACTION:

A motion to approve the request from Boise State University to substitute a Debt Service Reserve Surety Bond for assets currently held in the Debt Service Reserve Fund for bonds issued by the University in 1996 and 1998, secured by the Student Facilities Fee and the Student Recreation Center Fee.

Moved by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

**Finance Committee Agenda**  
**April 15-16, 1999**

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## **Finance Committee Agenda**

### **April 15-16, 1999**

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#### **Nonroutine Action Item**

**ITEM #3.4**

#### **Boise State University**

**SUBJECT:** 5.42 Change Order Approval

Boise State University requests approval to increase its parking garage project by \$1.15 million in order to add one additional deck to the garage, making it a total of four levels with a total projected cost of \$5,650,000, subject to the results of a formal bid process.

#### **BACKGROUND:**

Boise State University is working diligently to meet the parking demands of a growing campus, both in terms of its student body and community demand. Both the City of Boise and Ada County have communicated to Boise State University the need for additional parking for current and future demands.

#### **DISCUSSION:**

By including one additional level in the planned parking garage, Boise State University will now develop a net of 573 additional parking spaces on the Boise campus. The garage is being designed in such a manner that a mirror image of this facility may be added in the future as funds become available.

#### **FISCAL IMPACT:**

The \$1.15 million cost of this additional level will be funded from general parking revenue anticipated over the next five years. No general fund monies are involved, and no student fee increases are required.

#### **STAFF RECOMMENDATIONS:**

Approve the request.

#### **COMMITTEE ACTION:**

A motion to recommend to the Board approval of the request from Boise State University to increase its parking garage project by \$1.15 million in order to add one additional deck to the garage, making it a total of four levels with a total projected cost of \$5,650,000, subject to the results of a formal bid process.

Moved by\_\_\_\_\_, Seconded by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

#### **BOARD ACTION:**

A motion to approve the request from Boise State University to increase its parking garage project by \$1.15 million in order to add one additional deck to the garage, making it a total of four levels with a total projected cost of \$5,650,000, subject to the results of a formal bid process.

Moved by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

**Finance Committee Agenda**  
**April 15-16, 1999**

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# Finance Committee Agenda

April 15-16, 1999

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## Nonroutine Action Item

ITEM #3.5

### Idaho State University

SUBJECT: 5.10.1 Naming of Speech Communication Laboratory

Idaho State University recommends, pursuant to Board policy, to name a state-of-the-art communication laboratory the "G. Nicholas and Sara Ifft Speech Communication Laboratory."

### BACKGROUND:

IDAPA 08.01.03012.8 requires prior approval of the State Board of Education for the naming or memorializing of a building or administrative unit for other than functional use.

### DISCUSSION:

This is in honor and recognition of the Ifft's active support and generous donations in the area of speech communication education. The Ifft's gift, in excess of \$490,000, will found the laboratory, as well as four classrooms which will benefit virtually all ISU students and will provide support for academic scholarships. The laboratory will actually have two sites, the main laboratory in Frazier Hall, and a smaller one at the ISU/UI Center for Higher Education in Idaho Falls. The dedicated classrooms will include three in Pocatello and one in Idaho Falls and will support the instruction of some 3,000 students who annually enroll in freshman speech and business and professional communication courses. The Ifft's gift also includes \$60,000 support for the Ifft Leadership Scholarship Endowment, which funds two or more two-year full fee scholarships to Pocatello School District high school graduates who show exceptional leadership qualities, but who might not otherwise receive scholarships based on academic performance.

In recognition of the Ifft's continuing support of Idaho State University, the University strongly encourages the adoption of this recommendation

### FISCAL IMPACT:

### STAFF RECOMMENDATIONS:

Approve the request.

### COMMITTEE ACTION:

A motion to recommend to the Board approval of the request from Idaho State University to name a state-of-the-art communication laboratory the "G. Nicholas and Sara Ifft Speech Communication Laboratory."

Moved by\_\_\_\_\_, Seconded by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

### BOARD ACTION:

A motion to approve the request from Idaho State University to name a state-of-the-art communication laboratory the "G. Nicholas and Sara Ifft Speech Communication Laboratory."

Moved by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

**Finance Committee Agenda**  
**April 15-16, 1999**

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# Finance Committee Agenda

April 15-16, 1999

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## Nonroutine Action Item

ITEM #3.6

### University of Idaho

SUBJECT: 5.1.1 Kibbie Center East End Renovation Planning

Request approval to select and retain architects, engineers and other consultants, paid with donated funds, to prepare planning and design documents for renovation of and addition to the east end of the ASUI Kibbie Activity Center.

### BACKGROUND:

The east end of the Kibbie Activity Center was constructed in 1981 and contains facilities supporting athletic and recreational uses including locker rooms, a weight room, racquetball courts, and office space. The athletic department and facility management and support personnel currently occupy the space in the east end of the Kibbie Activity Center.

### DISCUSSION:

The UI capital budget plan to be presented in June 1999 includes a project for renovation of the Kibbie Center to add space and to renovate parts of the existing east end support spaces for the ASUI Kibbie Activity Center. This renovation and addition project will reconfigure existing space and nearly triple the size of the east end to enhance the support for the Kibbie Center facility operations and increase space for the intercollegiate athletic program consistent with the recommendations of the NCAA Certification process and internal space planning. Additionally, this project will provide better and more equitable support for the women's athletic program in concert with the university's commitment to the women's athletic program and consistent with the guidelines of Title IX. The proposed renovation will be included in the FY2000 Capital Budget plan, to be submitted as part of the June 1999 agenda.

The "pre-planning" estimated total cost of this project is \$10,000,000, most of which is expected to be provided from donated funds specifically raised in support of this project. A small portion of the project, less than 30%, is being addressed by using funding from the Kibbie facility repair and replacement and debt service structure to support planned modifications to the facility in support of its multiple uses. This approach captures the advantages of incorporating the athletics and facility management projects into one overall renovation and addition project that will provide a better planned and more functional addition to serve all uses of the facility.

This request is to proceed with the architectural and engineering planning and design of the project.

### FISCAL IMPACT:

The cost for these architectural, engineering, and other consulting services is estimated to be \$500,000 (5% of the total project). The source of funds is private donations.

### STAFF RECOMMENDATIONS:

Approve the request.

### COMMITTEE ACTION:

A motion to recommend to the Board approval of the request from University of Idaho to select and retain architects, engineers and other consultants, paid with donated funds, to prepare planning and design documents for renovation of and addition to the east end of the ASUI Kibbie Activity Center.

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

### BOARD ACTION:

A motion to approve the request from University of Idaho as detailed in the committee motion above.

Moved by \_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

**Finance Committee Agenda**  
**April 15-16, 1999**

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# Finance Committee Agenda

April 15-16, 1999

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## Nonroutine Action Item

ITEM #3.7

### University of Idaho

SUBJECT: 5.8.1 Naming of College of Law Distance Learning Room

Request approval to name the College of Law Distance Learning Room in honor of Dennis E. and Jacqueline R. Wheeler.

### BACKGROUND

The College of Law Distance Learning Program will provide capability for interactive long-distance courses and a direct link to the Idaho State Bar in Boise. The program is currently in temporary quarters within the Albert R. Menard College of Law building.

### DISCUSSION

Dennis and Jacqueline Wheeler have contributed substantial funding to the University in support of this program. The donation will be applied toward renovation of Room 215 in the College of Law building, resulting in a 1,500 square foot state-of-the-art facility.

Dennis Wheeler is a 1966 graduate of the UI College of Business and Economics, a 1967 graduate of the UI College of Law, a former Regent and a 1998 inductee of the University of Idaho Hall of Fame. He currently serves as President and Chief Executive Officer of Coeur d'Alene Mines Corp.

The University wishes to recognize the Wheelers' generous contribution by naming the Distance Learning Room in their honor.

### FISCAL IMPACT

The donation will cover all costs associated with proposed renovation of the Distance Learning Room.

### STAFF RECOMMENDATIONS:

Approve the request.

### COMMITTEE ACTION:

A motion to recommend to the Board approval of the request from University of Idaho to name the College of Law Distance Learning Room in honor of Dennis E. and Jacqueline R. Wheeler.

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_, Carried, Yes \_\_\_ No \_\_\_

### BOARD ACTION:

A motion to approve the request from University of Idaho to name the College of Law Distance Learning Room in honor of Dennis E. and Jacqueline R. Wheeler.

Moved by \_\_\_\_\_, Carried, Yes \_\_\_ No \_\_\_

**Finance Committee Agenda**  
**April 15-16, 1999**

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# Finance Committee Agenda

April 15-16, 1999

## Nonroutine Action Item

ITEM #3.8

### University of Idaho

SUBJECT: 5.10.1 Acceptance of Land Ownership Transfer at UI Research Park at Post Falls

Re: Regents Minutes for April 17, 1997, pages 34-36  
Regents Agenda for November 19-20, 1997, page 4  
Regents' Minutes for March 19, 1998, page 19.

Request approval for the University of Idaho to accept a transfer of ownership of approximately four acres of land from the University of Idaho Foundation (UIF) for development of the first facility in the UofI Research Park (UIRP) at Post Falls.

### BACKGROUND:

In March 1998, the Regents approved execution of an interim lease with Jacklin Land Company for part of the Kaniksu Building at Riverbend Park as temporary quarters for University programs and tenants pending construction of a building to be owned by the University at the UIRP. The University recently received a grant from the U.S. Department of Housing and Urban Development (HUD) and has applied to the Economic Development Administration and expects to receive additional funding assistance to construct this University facility at UIRP.

### DISCUSSION:

As part of its continuing gift program to support development of the UIRP, Jacklin Land Company has announced intention to gift several additional parcels of land at the Riverbend site to the UIF. One such parcel is the four acres selected for the site of the first UIRP building. This specific gift to the UIF is expected be complete by the end of May 1999.

To satisfy federal grant funding requirements, UIF will transfer ownership of the parcel to the University following receipt of the gift from Jacklin Land Company. The FY2000 UI Capital Plan includes this facility project of approximately 20,000 square feet to be constructed with federally funded grants. Construction of the building is scheduled to begin on approximately July 15, 1999.

### FISCAL IMPACT:

The land is being provided by this additional gift from the Jacklin Land Company, facility construction costs will be provided by federal grants specifically intended for this purpose, and the facility operating costs will be the responsibility of the University of Idaho Research Park enterprise supported by funding generated by the facility.

### STAFF RECOMMENDATIONS:

Approve the request.

### COMMITTEE ACTION:

A motion to recommend to the Board approval of the request from University of Idaho to accept a transfer of ownership of approximately four acres of land from the University of Idaho Foundation (UIF) for development of the first facility in the University of Idaho Research Park (UIRP) at Post Falls.

Moved by\_\_\_\_\_, Seconded by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

### BOARD ACTION:

A motion to approve the request from University of Idaho as stated in the Committee Action above.

Moved by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

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# Finance Committee Agenda

April 15-16, 1999

## Nonroutine Action Item

ITEM #3.9

### Joint Idaho State University/University of Idaho

SUBJECT 5.10.6 Idaho Falls Student Union Building Ground Lease & Access and Utility Agreement

Ref: Regents' Minutes for September 17-18, 1992 page 42.

Request authorization for the University of Idaho Vice President for Finance and Administration and the Idaho State University Vice President for Financial Services to execute a lease with the University of Idaho Foundation Inc. for undeveloped land at University Place in Idaho Falls for the siting and construction of a student union building. Authorization is also requested for the Vice Presidents to enter into an agreement with the University of Idaho Foundation covering access to the site, utilities, parking, and use of common areas.

### BACKGROUND.

There are currently two primary buildings located at University Place serving the needs of higher education. The ISU/UI Center for Higher Education, constructed in 1992, contains classrooms and laboratories. University Place, constructed in 1976, contains offices, an auditorium, and a library.

### DISCUSSION.

The proposed student union building would house various services, including a food court and an expanded bookstore, as well as other student support functions. ISU and the UI have been working together with the Idaho Division of Public Works to prepare construction plans for the project. The new building will be optimally located to serve the entire student population at University Place in Idaho Falls.

A joint discussion of the universities regarding a "master plan" for siting of the student union building suggests this particular location because it is a central location that will provide good service to the existing facilities and will be well situated in support of planned additional facilities at the site.

Approval by the University of Idaho Foundation, Inc. in support of this request has already been provided.

### FISCAL IMPACT.

No rental fee will be charged by UIF to UI and ISU under the lease and no fees are anticipated for access for utilities, parking and use of common areas.

### STAFF RECOMMENDATIONS:

Approve the request.

### COMMITTEE ACTION:

A motion to recommend to the Board approval of the request from University of Idaho Vice President for Finance and Administration and the Idaho State University Vice President for Financial Services to execute a lease with the University of Idaho Foundation Inc. for undeveloped land at University Place in Idaho Falls for the siting and construction of a student union building. Authorization is also requested for the Vice Presidents to enter into an agreement with the University of Idaho Foundation covering access to the site, utilities, parking, and use of common areas.

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_, Carried, Yes \_\_\_ No \_\_\_

### BOARD ACTION:

A motion to approve the request as detailed in the committee motion above.

Moved by \_\_\_\_\_, Carried, Yes \_\_\_ No \_\_\_

**Finance Committee Agenda**  
**April 15-16, 1999**

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# Finance Committee Agenda

## April 15-16, 1999

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### Action Item

### ITEM #4

#### SUBJECT:

FY2000 College & Universities Allocation

#### BACKGROUND:

Senate Bill No. 1273 (Item 4.a) appropriates \$269,408,500 to the State Board of Education and the Board of Regents monies for the general education programs at BSU, ISU, LCSC, UofI and OSBE for FY00. Legislative intent sections of SB1273 limits the amount to be used by OSBE (\$75,000), establishes the amount to be expended for research (\$1,600,000), establishes amount to be spent for competitive technology grants and for participation in the WGU (\$1,750,000) and expresses intent on coordination with the State Council for Technology in Learning. Section #5 appropriates \$500,000 for teacher preparation activities associated with Idaho's Comprehensive Literacy Act (allocation to be determined). Section #6 appropriates \$1,300,000 for the College and University Excellence Initiative (allocation to be determined). Item 4.b is the fiscal note for SB1273 which reflects how JFAC funded MCO and enhancement increases. The Board allocates the lump-sum appropriation to the four institutions based on Board Policy, Section V.T. (Item 4.c).

#### DISCUSSION:

According to the Board policy, the allocation is made in the following order: each institution shall be allocated its prior year base, the Enrollment Workload Adjustment, new occupancy costs, general allocation based on proportionate share to total budget request and special allocations. The fiscal note has become implied legislative intent which allocates funds to the MCO items and to specific enhancements. Item 4.d represents the recommended allocation for FY2000 for the Lewis Clark State College and the universities. The allocation for the Excellence and Comprehensive Literacy enhancements will be presented to the Board at a later date.

#### FISCAL IMPACT:

The lump sum appropriation of \$269,408,500 will be allocated for FY00.

#### STAFF RECOMMENDATIONS:

Approve the allocation as presented.

#### COMMITTEE ACTION:

A motion to recommend to the Board the FY2000 allocation as presented on Item 4.d.

Moved by\_\_\_\_\_, Seconded by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

#### BOARD ACTION:

A motion to approve the FY2000 allocation as presented on Item 4.d.

Moved by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

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**Item 4.a.1**

**Click here for Item 4.a.1-2 and Item 4.b**

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**Item 4.a.2**

Information for 4.a.2 may be obtained from the link on page 48.

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**Item 4.b**

Information for 4.b may be obtained from the link on page 48.

# Finance Committee Agenda

April 15-16, 1999

Idaho State Board of Education

Item 4.c.1

## GOVERNING POLICIES AND PROCEDURES

SECTION: V FINANCIAL AFFAIRS

SUBSECTION: T Allocation of the Lump Sum Appropriation

Published April 1994

### T. ALLOCATION OF THE LUMP SUM APPROPRIATION

#### 1. Objectives

- a. The funding process should offer maximum institutional flexibility to allocate funds internally to carry out roles and missions established by the Board.
- b. The funding process should be a straightforward approach which can be used by the Board to express system-wide priorities.
- c. There should be a clear and understandable relationship between institutional needs, the system-wide funding request, the legislative appropriations, the allocation of funds, and the ultimate use of the funds.
- d. The funding process should not penalize institutions as the result of decisions related to the internal allocation of resources by other institutions.
- e. Any incentives that the Board uses in the funding process should be explicit.
- f. The funding process should be applied consistently from year-to-year so that there can be some level of predictability in the allocation as well as increased confidence in the outcome.
- g. The funding process should encourage cooperative programs among institutions.
- h. The funding process should be compatible with the Statewide Plan for Higher Education.

#### 2. Methodology

The allocation shall consist of the total of the lump sum general account appropriation and actual land grant endowment receipts. The allocation shall be made in the following order:

- a. Each institution shall be allocated its base allocation of the prior year.

# Finance Committee Agenda

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Idaho State Board of Education

Item 4.c.2

## GOVERNING POLICIES AND PROCEDURES

SECTION: V FINANCIAL AFFAIRS

SUBSECTION: T Allocation of the Lump Sum Appropriation

Published April 1994

An enrollment Workload Adjustment shall be applied to the allocation of each institution. The adjustment shall be calculated as follows:

- (1) A three-year moving average of credit hours multiplied by the program weights shall be used. The three (3) years to be used shall be those which precede the year of the allocation and shall consist of two (2) years of actual and one (1) year of estimated credit hours.
- (2) Effective with the FY 1990 allocation, credit hours generated from externally funded sources and contracts shall be removed from this adjustment. Credit hours for in-service teacher education shall not be removed.
- (3) The total budget base of the institutions shall be multiplied by 0.33 and divided by the three-year moving average of total weighted credit hours for the prior year. The resultant amount per credit hour shall be multiplied by the change from the prior three-year moving average of weighted credit hours for each institution to calculate the adjustment by institution.
- (4) Program weights are the weighting factors applied to four (4) categories of instructional disciplines with different weight factors by category and course level. The groups and factors follow.

### Group I

Physical Education  
Law  
Letters  
Library Sciences  
Mathematics  
Military Science  
Psychology  
Social Sciences

### Group II

Area Studies  
Business & Management  
Education  
Communications  
Home Economics  
Public Affairs  
Interdisciplinary Studies

# Finance Committee Agenda

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Idaho State Board of Education

Item 4.c.3

## GOVERNING POLICIES AND PROCEDURES

SECTION: V FINANCIAL AFFAIRS

SUBSECTION: T Allocation of the Lump Sum Appropriation

Published April 1994

### Group III

Agricultural & Natural Resources  
Architecture & Environmental Design  
Biological Sciences  
Fine & Applied Arts  
Foreign Languages  
Physical Sciences

### Group IV

Engineering  
Health Professions  
Computer & Information Sciences

The weighting factors for the above categories are as follows:

<u>Course Level</u>	<u>Category</u>			
	I	II	III	IV
Lower Division	1.00	1.30	1.60	3.00
Upper Division	1.50	1.90	2.50	3.50
Graduate	3.50	3.50	6.00	6.50
Law	2.60	--	--	--

An additional 5% emphasis factor is given to the Primary Emphasis areas at each institution. These areas are:

### Boise State University

Business  
Social Science (includes Economics)  
Public Affairs  
Performing Arts (excluding Art)  
Interdisciplinary Studies

### Idaho State University

Health Professions  
Biological Sciences  
Physical Sciences

# Finance Committee Agenda

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Idaho State Board of Education

Item 4.c.4

## GOVERNING POLICIES AND PROCEDURES

SECTION: V FINANCIAL AFFAIRS

SUBSECTION: T Allocation of the Lump Sum Appropriation

Published April 1994

### University of Idaho

Agriculture

Forestry

Mines

Engineering

Architecture

Law

Foreign Languages

### Lewis-Clark State College

#### Interdisciplinary Studies

- c. Operations and maintenance funds (custodial, maintenance, and utilities) for new, major general education capital improvement projects shall be allocated to affect institutions.
- d. Decision units above the base shall be consistent with the legislative budget request. The allocation of these decision units to the institutions shall be based on the proportionate share of each institution in the total budget request for these decision units applied to the increase in appropriations above the base excluding special allocations.
- e. The Board may also allocate funds for special activities or projects at the discretion of the Board.

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**Item 4.d**

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**Finance Committee Agenda**  
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## Finance Committee Agenda

April 15-16, 1999

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### Action Item

ITEM #5

#### SUBJECT:

FY00 Community College Allocation

#### BACKGROUND:

Senate Bill No. 1272 (Item 5.a) appropriates to the State Board of Education monies for Community College Support. There is no legislative intent attached to the bill. The Board allocates the funds equally among College of Southern Idaho and North Idaho College.

#### DISCUSSION:

Based on the agreement by the presidents of the two colleges, the funds are allocated equally to the two colleges.

#### FISCAL IMPACT:

Each college would be allocated \$7,180,900 for FY00.

#### STAFF RECOMMENDATIONS:

Item 5.b reflects the staff recommendation on splitting the funds equally.

#### COMMITTEE ACTION:

A motion to recommend to the Board the FY00 allocation of community college support.

Moved by\_\_\_\_\_, Seconded by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

#### BOARD ACTION:

A motion to approve the FY2000 allocation of community college support to College of Southern Idaho and to North Idaho College equally as shown on Item 5.b.

Moved by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

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**Item 5.a**

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**Item 5.b**

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**April 15-16, 1999**

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# Finance Committee Agenda

April 15-16, 1999

Action Item

ITEM #6

## SUBJECT:

Approval of FY2000 Salary Guidelines

## BACKGROUND:

The Governor annually recommends a salary policy for state employees as part of the Budget Address. The legislature can pass a resolution adopting, rejecting or modifying the Governor's recommendations or not act on the recommendations which means his recommendation then becomes the salary policy. For FY2000, the legislature did not accept, modify or reject the Governor's recommendation of 3% Change in Employee Compensation (CEC). The Division of Financial Management provided a guidance memorandum concerning CEC plans (Item 6.a). JFAC provided operating funds for an average 3% salary increase for FY2000.

## DISCUSSION:

Item 6.b provides the FY2000 salary guidelines for Board entities. Policies and practices of the Idaho Personnel Commission provide guidance for classified employees. Nonclassified employees (faculty, executive, administrative, professional and technical) salaries are governed by Board policies. These guidelines are established to provide the salary policy for the next fiscal year mainly for the nonclassified employees. The guidelines will permit increases above the 3% level for promotions and equity issues, based on the availability of funds, according to individual agency/institutional salary plans.

## FISCAL IMPACT:

Salary adjustments for FY2000.

## STAFF RECOMMENDATIONS:

Approve the guidelines.

## COMMITTEE ACTION:

A motion to recommend to the Board the approval of the FY2000 Salary Guidelines as presented in Item 6.b.

Moved by\_\_\_\_\_, Seconded by\_\_\_\_\_, Carried Yes\_\_\_\_\_ No\_\_\_\_\_.

## BOARD ACTION:

A motion to approve the FY2000 Salary Guidelines as presented in Item 6.b.

Moved by\_\_\_\_\_, Carried Yes\_\_\_\_\_ No\_\_\_\_\_.

**Finance Committee Agenda**  
**April 15-16, 1999**

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**Item 6.a**

**[Click here for Item 6.a](#)**

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## **State Board of Education**

### **FY2000 Salary Guidelines**

Since the legislature did not accept, modify, or reject the Governor's salary recommendation of 3%, the Governor's recommendation established the State's pay policies for state employees for FY2000. The Joint Finance/Appropriations Committee provided funds for salary adjustments at the 3% level.

The Division of Financial Management issued Guidance Memorandum No. 99-2 to provide guidance to agencies and institutions on Change in Employee Compensation (CEC) plans. The effective date of implementation of these salary adjustments shall be June 13, 1999 for employees classified through the Idaho Personnel Commission and the date of the new contract for nonclassified employees.

For the classified employees, the payline will not be adjusted so the funds are to be distributed based on merit.

For nonclassified employees, following guidelines are provided for institutions and agencies reporting to the State Board of Education:

Faculty Promotions - salary adjustments resulting from Board approved faculty promotions will be allowed according to the institutions promotion schedule.

Other Promotions - salary adjustments for nonclassified, nonfaculty employees will be allowed according to the institution/agencies personnel policies.

Salary Adjustments - discretionary salary adjustments will be allowed based individual institutional/agency salary plan.

Salary Equity Adjustments - salary equity salary adjustments will be allowed based on individual institutional/agency equity plan, based on availability of funds.

Salary adjustments in excess of 20% or salary increases greater than \$15,000 for Executive/Administrative and Managerial/Professional employees must receive prior Board approval. (Board Policy II.N.1.c.(2)).

The minimum salary level for full-time teaching faculty at the college and universities can be no less than \$23,400 on an academic year basis.

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**Item 6.b.2**

FY2000 Salary Guidelines  
Page 2

By setting these salary guidelines, pursuant to Board policy II.n.1.b., the Board delegates to the presidents and directors the authority to make salary adjustments during the year if such adjustments fall within the parameters of these guidelines and delegates to its executive director the authority to review compliance with these guidelines. Other changes to employee payroll status that do not affect the salary, such as changes in funding sources and changes to organizational unit, are delegated to the presidents. These delegated changes will be reported to the Board office quarterly.



# Finance Committee Agenda

April 15-16, 1999

Action Item

ITEM #7

## SUBJECT:

Student Fee and Tuition Rates for FY2000

## BACKGROUND:

Section V.R. (Item 7.a) contains the Board policy on defining fees and the establishment of fees. Section V.R.2 is the Board's policy on student fees. It states "...the institutions shall maintain fees that are competitive with those of western peer institutions." and "An institution cannot request more than a ten percent (10%) increase in the total full-time student fee unless otherwise authorized by the Board." Section V.R.4.b. details the process used by the institutions in proposing to alter student fee rates by issuing an initial notice and conducting a public hearing. BSU, ISU, UofI, LCSC and EITC have notified students of proposed fee increases, have conducted public hearings and recommend to the Board the student fee and tuition rates for FY2000.

## DISCUSSION:

Item 7.b summarizes the recommended fee increases. For each institution, there will be 1) a schedule detailing the fee and tuition changes; 2) a schedule reflecting the amount of revenue generated from the fee and tuition changes and projected enrollment changes and; 3) a narrative justification of the planned uses of the additional revenue (7.c-BSU; 7.d-ISU; 7.e-UofI; 7.f-LCSC and; 7.g-EITC). The institutions do not have Board approved peer institutions so the average for the WICHE states has been used for fee comparisons. Item 7.h compares WICHE States fees and tuition averages for residents and nonresidents for the universities and college. Item 7.i provides a history of the average fees/tuition in Idaho versus WICHE states. Item 7.j charts a history of resident fees (actual and constant dollar); cumulative percent increases (constant dollar) and fees as a percentage of Idaho's annual wage. Item 7.k compares fees as a percent of median household income and per capita personal income for the WICHE states.

## FISCAL IMPACT:

The impact results in increased cost to the students to attend college which also generates additional revenue to the institutions for their FY2000 operating budget.

## STAFF RECOMMENDATIONS:

Approve the fees and tuition rates for FY00 as recommended.

## COMMITTEE ACTION:

A motion to recommend (forward institutional recommendations) to the Board the approval of (consideration of) the recommended fees and tuition rates for FY00.

Moved by\_\_\_\_\_, Seconded by\_\_\_\_\_, Carried, Yes\_\_\_No\_\_\_

## BOARD ACTION:

A motion to approve the fee and tuition rates for FY00 for Boise State University, Idaho State University, University of Idaho, Lewis-Clark State College and Eastern Idaho Technical College as recommended and displayed on Item 7.c - 7.g.

Moved by\_\_\_\_\_, Carried Yes\_\_\_ No\_\_\_.

# Finance Committee Agenda

April 15-16, 1999

Idaho State Board of Education

Item 7.a.1

## GOVERNING POLICIES AND PROCEDURES

Revised April 1998

SECTION: V FINANCIAL AFFAIRS

Revised November 1997

SUBSECTION: R Establishment of Fees

Published April 1994

### R. ESTABLISHMENT OF FEES, TUITION, AND OTHER CHARGES

#### 1. Definitions and Types of Fees.

The following definitions are applicable to fees charged to students at the University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College, and Eastern Idaho Technical College.

Cost analysis terms used in this section shall be defined as they are defined in the Idaho College and Universities Statewide Cost Study: General Education Funds (Final Costs Analysis).

##### a. General Education Fees.

General education fees are to be deposited into the miscellaneous receipts accounts as required by Section V, Subsection Q.

##### (1) Tuition.

Tuition is defined as the fee charged for the cost of instruction at the colleges and universities. The cost of instruction shall not include those costs associated with said colleges and universities, such as maintenance and operation of physical plant, student services and institutional support, which are complementary to, but not part of the instructional program. Tuition may be charged only to nonresident, full-time and part-time students enrolled in any degree granting program and to vocational students enrolled in pre-employment, preparatory programs.

##### (2) Matriculation Fee.

Matriculation fee is defined as the fee charged for maintenance and operation of physical plant, student services, and institutional support for full-time students enrolled in academic credit courses and vocational pre-employment, preparatory programs.

##### (3) Vocational Education Fee.

Vocational education fee is defined as the fee charged for educational costs for students enrolled in vocational pre-employment, preparatory programs.

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Idaho State Board of Education

Item 7.a.2

## GOVERNING POLICIES AND PROCEDURES

SECTION: V FINANCIAL AFFAIRS

Revised April 1998

SUBSECTION: R Establishment of Fees

Revised November 1997

Published April 1994

(4) Part-time Education Fee.

Part-time education fee is defined as the fee per credit hour charged for educational costs for part-time students enrolled in any degree program.

(5) Graduate Fee.

Graduate fee is defined as the additional fee charged for educational costs for full-time and part-time students enrolled in any post-baccalaureate degree granting program.

(6) Summer School Fee.

Summer school fee is defined as the fee charged for educational costs for students enrolled in academic programs in summer semester.

(7) Western Undergraduate Exchange (WUE) Fee.

Western Undergraduate Exchange fee is defined as the additional fee for full-time students participating in this program and shall be equal to fifty percent (50%) of the total of the matriculation fee, facility fee, and activity fee.

(8) Employee/Spouse Fee.

The fee for eligible participants shall be a registration fee of twenty dollars (\$20.00) plus five dollars (\$5.00) per credit hour. Eligibility shall be determined by each institution. Employees at institutions and agencies under the jurisdiction of the Board may be eligible for this fee. Special course fees may also be charged.

(9) Senior Citizen Fee.

The fee for Idaho residents who are 60 years of age or older shall be a registration fee of twenty dollars (\$20.00) plus five dollars (\$5.00) per credit hour. This fee is for courses on a space available basis only. Special course fees may also be charged.

(10) In-Service Teacher Education Fee.

The fee shall be one-third of the average part-time undergraduate credit hour fee or one-third of the average graduate credit hour fee. This special fee shall be applicable only to approved teacher education courses. The following guidelines will determine if a course or individual qualifies for this special fee.

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Idaho State Board of Education

Item 7.a.3

## GOVERNING POLICIES AND PROCEDURES

Revised April 1998

SECTION: V FINANCIAL AFFAIRS

Revised November 1997

SUBSECTION: R Establishment of Fees

Published April 1994

- (a) The student must be an Idaho public school teacher or other professional employee of an Idaho school district.
- (b) The costs of instruction are paid by an entity other than an institution.
- (c) The course must be approved by the appropriate academic unit(s) at the institution.
- (d) The credit awarded is for professional development and cannot be applied towards a degree program.

### (11) Course Overload Fee.

This fee may be charged to full-time students with excessive course loads as determined by each institution.

### b. Local Fees.

Local fees are both full-time and part-time student fees which are to be deposited into the local institutional accounts. Local fees shall be expended for the purposes for which they were collected.

#### (1) Facilities Fee.

Facilities fee is defined as the fee charged for capital improvement and building projects and for debt service required by these projects. Revenues collected from this fee may not be expended on the operating costs of general education facilities.

#### (2) Activity Fee.

Activity fee is defined as the fee charged for such activities as intercollegiate athletics, student health center, student union operations, the associated student body, financial aid, intramural and recreation, and other activities which directly benefit and involve students. The activity fee shall not be charged for educational costs or major capital improvement or building projects. Each institution shall develop a detailed definition and allocation proposal for each activity for internal management purposes.

#### (3) Technology Fee.

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Idaho State Board of Education

Item 7.a.4

## GOVERNING POLICIES AND PROCEDURES

Revised April 1998

SECTION: V FINANCIAL AFFAIRS

Revised November 1997

SUBSECTION: R Establishment of Fees

Published April 1994

Technology fee is defined as the fee charged for campus technology enhancements and operations. (Added September 22, 1994)

(4) Professional Fee.

Professional fee is defined as the additional fee charged for educational costs for students enrolled in specialized degree granting programs such as pharmacy, law, medicine, veterinary medicine, dentistry, physician assistant, physical therapy, architecture and landscape architecture.

(5) Contracts and Grants.

Special fee arrangements are authorized by the Board for instructional programs provided by an institution pursuant to a grant or contract approved by the Board.

(6) Continuing Education.

Continuing education fee is defined as the additional fee to part-time students which is charged on a per credit hour basis to support the costs of continuing education.

2. Board Policy on Student Fees.

Consistent with the Statewide Plan for Higher Education in Idaho, the institutions shall maintain fees that are competitive with those of western peer institutions. Therefore the total fee for full-time undergraduate and graduate students for both residents and nonresidents shall not exceed the peer group average of the prior year. An institution cannot request more than a ten percent (10%) increase in the total full-time student fee unless otherwise authorized by the Board.

3. Fees Approved by the Chief Executive Officer of the Institution.

a. Special Course Fees or Assessments.

A special course fee is a fee required for a specific course or special activity and therefore not required of all students enrolled at the institution. Fees such as penalty assessments, library fines, continuing education fees, parking fines, laboratory fees, breakage fees, fees for video outreach courses, late registration fees, and fees for special courses offered for such purposes as remedial education credit that do not count

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Idaho State Board of Education

Item 7.a.5

## GOVERNING POLICIES AND PROCEDURES

Revised April 1998

SECTION: V FINANCIAL AFFAIRS

Revised November 1997

SUBSECTION: R Establishment of Fees

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toward meeting degree requirements are considered special course fees. All special course fees or penalty assessments, or changes to such fees or assessments, are established and become effective in the amount and at the time specified by the chief executive officer of the institution. The chief executive officer is responsible for reporting these fees to the Board upon request.

**b. Student Health Insurance Premiums or Room and Board Rates.**

Fees for student health insurance premiums paid either as part of the uniform student fee or separately by individual students, or charges for room and board at the dormitories or family housing units of the institutions. Changes in insurance premiums or room and board rates or family housing charges shall be approved by the chief executive officer of the institution no later than three (3) months prior to the semester the change is to become effective. The chief executive officer shall report such changes to the Board at its next meeting.

**c. Activity and Facility Fees.**

The chief executive officer of the institution shall approve the amount of each of these fees no later than April 1 of each year prior to the academic year the change is to become effective. The chief executive officer or his or her designee shall meet and confer with the associated student body before approving these fees. The institution shall hold a public meeting on the fee changes, and a report of the meeting shall be made available to the Board.

**4. Fees Approved by the Board.**

**a. Fees Requiring Board Approval.**

- (1) Tuition
- (2) Matriculation
- (3) Vocational Education Fee
- (4) Part-time Education Fee
- (5) Graduate Fee
- (6) Summer School Fee
- (7) Professional Fee
- (8) Course Overload Fee

# Finance Committee Agenda

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Idaho State Board of Education

Item 7.a.6

## GOVERNING POLICIES AND PROCEDURES

Revised April 1998

SECTION: V FINANCIAL AFFAIRS

Revised November 1997

SUBSECTION: R Establishment of Fees

Published April 1994

**b. Initial Notice.**

A proposal to alter a student fee covered by Subsection V.R.4.a shall be formalized by initial notice of the chief executive officer of the institution at least six (6) weeks prior to the Board meeting at which a final decision is to be made. Notice will consist of transmittal, in writing, to the student body president and to the recognized student newspaper during the months of publication of the proposal contained in the initial notice. The proposal will describe the amount of change, statement of purpose, and the amount of revenues to be collected.

The initial notice must include an invitation to the students to present oral or written testimony at the public hearing held by the institution to discuss the fee proposal. A record of the public hearing as well as a copy of the initial notice shall be made available to the Board.

**c. Board Approval.**

Generally, Board approval for fees will be considered at the April Board meeting of each year. This requirement is intended to provide the institutions with sufficient time to prepare the subsequent fiscal year operating budget.

**d. Effective Date.**

Any change in the rate of fees or tuition becomes effective on the date approved by the Board unless otherwise specified.

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**Item 7.b**

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**Item 7.c.1**

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**Item 7.c.2**

Information for 7.c.2 may be obtained from the link on page 73.

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**Item 7.c.3**

**Boise State University**  
**Student Fee Changes FY 2000**

Associated Students of Boise State University

Increase - \$2.00

The ASBSU fee has not been increased in fifteen years. During this time period, the number of recognized and financially supported student organizations has doubled to over 150 groups. ASBSU has also increased the scope of its direct services and programs for students such as legal assistance, the national student exchange program, and a campus-wide recycling program. A 1997 survey indicates that 70% of the student body attends or participates in extracurricular activity. The additional revenue from this fee increase will be allocated through the existing ASBSU Financial Code to support a wide variety of organizations, projects and services for students.

Student Program Board

Increase - \$1.00

The Student Program Board provides entertainment and education to students in the form of concerts, lectures, comedy, family activities, performing arts, special events and films; and it sponsors numerous student activities such as Leadership Quest and New Student Orientation. The additional revenue from this fee increase will be utilized to increase the number of activities and enhance the quality of programming for students.

Intercollegiate Athletics

Increase - \$5.00

The student fee for athletics is utilized to offset the expenses of the operating budget for athletics. More than \$1,350,000 is spent annually by the athletic program on fees, room, board and books for students participating in the program. The additional revenue from this fee increase will help fund the addition of women's soccer as mandated by the U.S. Office of Civil Rights by increasing the number of grants-in-aid, adding a graduate assistant trainer, and adding a groundskeeper for the new soccer facilities.

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#### **Item 7.c.4**

##### Child Care Operation

Increase - \$1.00

The Boise State University Children's Center exists to provide exceptional, high quality childcare at a below market-rate to student parents. This service enhances the learning process by providing student parents the opportunity to focus on their educational goals and by providing observation, intern and practicum experience for students in a variety of academic programs. The additional revenue from this fee increase will assist in maintaining the quality of care by continuing to meet national accreditation standards, by maintaining reasonable rates, and by hiring and retaining quality staff in smaller class size settings.

##### Computer Lab Fee

Increase - \$2.50

The computer lab fee is used to provide students with a variety of computing resources such as hardware and software in computer labs, maintenance and upgrades for that hardware and software, and student assistants in the labs. The additional revenue from this fee increase will be used to establish a new open computer laboratory on the east side of the campus by funding hardware, software and student assistants.

##### General Education Fees

Increase \$64.00

The general education fees include matriculation, vocational education, nonresident tuition, undergraduate per credit, graduate full-time, graduate per credit, summer school per credit, Western Undergraduate Exchange, employee/spouse, senior citizen and in-service teacher education as defined by State Board of Education policy. These fees are used for the operation and maintenance of the institution. The additional revenue from the proposed increase in the matriculation fee will be utilized to address numerous needs in the areas of technology, facilities, student support and general institutional support functions, based on accreditation parameters and the demands of a continually increasing student enrollment.

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**Item 7.d.1**

**[Click here for Item 7.d.1 & 7.d.2](#)**

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**Item 7.d.2**

Information for 7.d.2 may be obtained from the link on page 77.

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**Item 7.d.3**

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**Item 7.e.1**

**[Click here for Item 7.e.1 & 7.e.2](#)**

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**Item 7.e.2**

Information for 7.e.2 may be obtained from the link on page 81.

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Item 7.e.3

### University of Idaho Student Fees and Tuition Information

#### **General Education Fees and Tuition:**

The attached worksheet, which estimates potential fee and tuition revenue changes for FY2000, is predicated on the fee and tuition rates contained in the UI Initial Notice and adjusted for current enrollment levels. Due to the high nonresident tuition rates adopted a few years ago, nonresident tuition revenue is expected to continue to decline in FY2000. Per the university's strategic plan, internal funding shifts will be used to modify the loss of nonresident tuition that is spent for instructional programs. General Account funds from non-instructional areas will be used to fund a slightly larger percentage of total instructional activities in the transition period. Increases in student numbers will ultimately replace the lost revenues.

Although the university has not completed an FY2000 allocation plan for General Education, strategic initiatives in the three areas of Student Services, Physical Plant and Institutional Support will be partially funded by the additional matriculation fee revenues. Primary initiatives are being considered which are supportive of the UI's strategic plan to build a residential campus of choice including:

#### **Student Services:**

- 504 Compliance (testing programs and assistance for hearing and sight impaired students)
- Student Financial Aid Programs (matching funds and scholarships)
- The Taxpayer Relief Act (compliance costs for new federal tax laws)
- Student Service Programs (recruitment, retention and registration)

#### **Improve and Maintain Facilities and Infrastructure:**

- Health Insurance (provider rate increases)
- Police Contract Adjustments (City of Moscow)
- Enhancing Campus Lighting and Safety Programs
- Technology Infrastructure and Staff (equipment, software, critical occupations)
- Improving Facilities (classrooms and labs)
- Equipment Acquisition and Replacement
- Liability Insurance (base budget increases)
- Fire and Property Insurance (base budget increases)
- Utilities (rate increases)

As you can see, many of these issues are "maintenance of current operations" funding matters, not enhancements. Since the State did not fund MCO increases, increases in Matriculation Fee revenues and internal reallocations and reductions will need to be considered.

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#### **Item 7.e.4**

##### **Non-General Education Fees:**

The following information briefly summarizes the uses of the dedicated facility and activity fee revenues that were contained in the fee notice:

Recreational Facilities R&R (\$143,900): Provides additional funds for renovation and repairs to outdoor recreation fields and other recreation facilities.

Student Computing (\$254,500): Augments funds dedicated to student computing labs (hardware, software, modems, lab assistants).

Intercollegiate Athletics (\$133,550): Provides additional resources for the multi-year funding plan which will result in compliance with federal gender equity mandates (Title IX).

Associated Students (\$20,700): Provides additional funds to support student government operations.

Kibbie Center Operations (\$24,850): Provides additional operating costs and funds for repairs and maintenance.

Student Advisory Services (\$49,700): Augments funds available for a variety of student programs including childcare services and new student orientation.

Student Accident Insurance (\$20,180): Maintains current levels of mandatory student accident insurance.

Commons/Union Operations (\$89,500): Provides a portion of the operating funds for the Commons/Union operations.

Residential Campus Improvement (\$80,500): Provides a portion of the funds for improving campus lighting, walkways, bike paths, entrances, and recreation facilities.

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**Item 7.f.1**

**[Click here for Item 7.f.1 & 7.f.2](#)**

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**Item 7.f.2**

Information for 7.f.2 may be obtained from the link on page 85.

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**Item 7.f.3**

**Lewis Clark State College**  
**Utilization of Proposed FY 2000 Fee**  
**Increase Revenues**

The College FY 2000 fee proposal for Board approval reflects a 7.83% (\$80/semester) increase to the full-time resident fee, and no increases to the part-time fee or the nonresident tuition. The current proposal also reflects a \$12/semester decrease from the "Initial Notice" of fee increase presented to the students in early March. Because of student input received from the ASB leadership and from a general student fee hearing conducted on 3-23-99, it was decided to reduce the proposal for the Board's consideration. All of the reductions reflected in the current proposal are a direct result of feedback from the students.

The largest increase to the full-time resident fee is the matriculation fee increase. This increase of \$82/semester includes a \$12 fee shift from the SUB operations fee to allow for the transfer of personnel costs from the SUB operations to the general education budget. This shift was one of the recommendations from the students. Fees generated from the remaining \$70/semester increase to the matriculation fee will be utilized in the following ways:

1. To help offset a reduction in enrollment revenue due primarily to a decline in nonresident (foreign student) and part-time student enrollment. This revenue loss (\$269,100) is exacerbated by a negative EWA of \$147,300.
2. To help offset increased costs of employee fringe benefits (primarily health insurance) and inflation of operating funds, both of which were not funded by legislative appropriation.
3. To help cover the cost of an upgrade to the administrative computing system. This upgrade will provide for new WEB-based applications, including WEB registration, better monitoring of student prerequisites and improved student advising to name a few.

Because the revenue generated from the matriculation fee increase does not cover the total impact of the above three factors, the institution will be implementing a budget plan for FY 2000 which will include reallocations, position freezes, and departmental support fund reductions.

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#### **Item 7.f.4**

The remaining changes to the full-time student fee are:

1. A reduction of \$12/semester to the SUB operations fee to accommodate the personnel cost transfer discussed previously.
2. An increase of \$4/semester to the student technology fee to provide for the supervision and support of a new student computer lab in the SUB.
3. An increase of \$1/semester and \$5/semester to the SUB operations and the Student Health operation to cover increased personnel costs and costs of contracted medical services.

Finally, the proposal includes freezing at current FY 1999 rates the part-time credit hour fee and the nonresident tuition. The institution hopes that by freezing the part-time credit hour fee, it will be more affordable for students to attend part-time and/or to take additional courses. Additionally, the part-time student does not have the same opportunities available for financial aid to help them deal with increased costs.



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**Item 7.g.1**

**Click here for Item 7.g.1 & 7.g.2**

**(Pages 89 and 90 of the agenda)**

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**Item 7.g.2**

Information for 7.g.2 may be obtained from the link on page 89.

**Eastern Idaho Technical College**  
**Use of Proposed Student Fees and Tuition Increases**

Additional revenue generated by the proposed FY2000 student fee increase will be collected as Vocational Education fees. All such fee revenue will comply with Idaho SBOE Governing Policies and Procedures, Section V, Subsection R.1.a.(3). That is, all collected vocational education fee revenue will support educational costs for students enrolled in vocational pre-employment, preparatory programs.

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**Item 7.h**

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**Item 7.i**

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**Item 7.j.1**

**[Click here for Item 7.j.1 and 7.j.2](#)**

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**Item 7.j.2**

Information for 7.j.2 may be obtained from the link on page 94.

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**Item 7.k**

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**Action Item****ITEM #8****SUBJECT:**

State of Idaho Scholarship Monetary Value

**BACKGROUND:**

IDAPA 08.01.05.102.01 states "The monetary value of each scholarship shall be set annually by the Board in accordance with Sections 33-4302 et. seq., Idaho Code." Idaho Code 33-4302 states "...an amount set annually by the state board of education..."

**DISCUSSION:**

Currently, the amount of the award for the State of Idaho Scholarship is \$2,750 per year renewable for up to four (4) years. This is an amount comparative to other states' awards and grants. The 1999 Legislature did not appropriate an increase in the amount of funding for this program over the last two years funding.

**FISCAL IMPACT:****STAFF RECOMMENDATIONS:**

Award amount to remain at \$2,750 per year for the academic year 1999-2000.

**COMMITTEE ACTION:**

A motion to recommend to the Board to approve an award amount of \$2,750 per year for the State of Idaho Scholarship for the academic year 1999-2000.

Moved by\_\_\_\_\_, seconded by\_\_\_\_\_, carried Yes\_\_\_\_\_ No\_\_\_\_\_.

**BOARD ACTION:**

A motion to approve an award amount of \$2,750 per year for the State of Idaho Scholarship for the academic year 1999-2000.

Moved by\_\_\_\_\_, Carried Yes\_\_\_\_\_ No\_\_\_\_\_.

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#### **Information Item**

**ITEM #9**

#### **SUBJECT:**

Y2K Status Report

#### **BACKGROUND:**

Due to the short-sightedness of the computer programmers of the 1960's, and the chip design of the 1970's & 1980's, we (computers) face a problem when '99 becomes '00. The institutions have taken steps to help ensure that problems will be kept at a minimum. The Finance Committee initially discussed concerns in November 1998 during the audit presentation.

#### **DISCUSSION:**

The Finance Committee is interested in understanding the compliance measures taken by the institutions to ensure a smooth transition to the year 2000. The Department of Administration is also surveying agencies and institutions on steps taken. In discussions with the agency and institutional financial personnel, the Finance Committee will request the information need to be presented in the future concerning Y2K.

#### **FISCAL IMPACT:**

None

#### **STAFF RECOMMENDATIONS:**

Information item.

#### **COMMITTEE ACTION:**

Determine the future reporting requirements for the Y2K Status Reports.

#### **BOARD ACTION:**

None required